

## *Lincoln Trail District Health Department*

### *Meeting and Training Center Rules*

The Lincoln Trail District Health Department Meeting and Training Center is available primarily health service oriented and non-profit groups. The meeting and training center will be offered to other organizations on a limited space-available basis. Each of the training and meeting rooms will be monitored via video camera. A sound monitor may also be in use in the computer lab.

Please enter the meeting and training center through the front lobby. Parking is available on the right side of the building and in the back.

#### **RULES**

- An outside organization or internal department may not utilize the facilities in excess of two times in one month.
- Each organization is responsible for the set-up of tables and chairs in the meeting center (tables and chairs are provided). The computer desks and chairs should not be rearranged.
- The meeting center must be clean and left in good condition. Return all items to their proper place. All spills should be cleaned immediately and surfaces wiped clean. A \$25.00 charge will be assessed for any spills on the carpet causing a stain. Restrooms will be left clean and orderly.
- No smoking or alcoholic beverages are allowed in any part of the building. Lincoln Trail District Health Department is a smoke - free campus. Smoking is only allowed in personal vehicles.
- All lights will be turned off and outside door must be shut and ensured that it is locked prior to leaving the meeting and training center.
- No tape, staples, nails or other means are to be used to attach anything to the walls, floor, ceiling or doors.
- After each meeting an inspection of the center will be made. Any damage beyond normal wear and tear will be repaired and billed to the responsible party.

- Each group or responsible person using the meeting and training center will sign a usage agreement.
- Because of the demand for use of the LTDHD meeting and training center, we must exclude personal meetings such as parties, showers, receptions, and reunions.
- Failure to follow these regulations may result in refusal by LTDHD to allow future use of the meeting and training center.
- No frying is allowed in the kitchen.
- Emergency preparedness training or response will have priority over all other functions.
- When submitting a request for meeting or training areas, you will need to submit the number of expected participants. The room you received will be based on the number of people and type of equipment needed. Do not book a larger room than necessary.
- The computer lab should only be reserved if computers are needed to meet your objectives.
- You must notify LTDHD if you will need audio video equipment or assistance. If you are unsure of how to use the equipment, please seek assistance prior to use.
- The kitchen area is to be utilized for trainings or meetings only. It is not to be used for general employee use.
- Internal requests for the meeting and training center will have priority.
- Meetings or trainings after 4:30 p.m. or on the weekends will need the Health Department Director's approval.
- There will be no access to offices before or after hours (8:00 am-4:30 pm).
- The phone located in the computer lab is not for public use. This phone is for emergency operations and response. Use of this phone will result LTDHD receiving charges which will be billed to the agency occupying the room at the time of the call(s) and refusal by LTDHD to allow for future use of the meeting and training center.
- Please keep in mind that offices are also located in this facility. Limit travel and noise levels to decrease disturbances to those working in our facility.